

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #12-88**

**OPENING DATE:** 19 Sept 12    **CLOSING DATE:** 3 Oct 12    **AGENCY:** 5701    **PIN:** 596

**POSITION:** Construction and Facilities Inspector (Utilities Locator)

**STARTING SALARY:** \$28,902.37

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500

**TELEPHONE INQUIRIES:** Mr. Darryl Womack (601) 313-6146 DSN: 293-6146

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR,  
Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive,  
Jackson, MS 39202-1237. **APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON  
CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. Associates Degree in Construction Engineering Technology or related field with two (2) years directly related experience. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMAS MUST BE SUBMITTED WITH APPLICATION**

OR

Graduation from a standard four year high school or equivalent GED and four (4) years related experience of which two (2) years must have been directly related.

2. Computer knowledge with emphasis on AutoCAD and GIS systems, Microsoft Word, Excel and Access.
3. Demonstrates ability to deal effectively with a broad variety of people using both oral and written communication skills. Must be able to make sound decisions and pay attention to details.
4. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and Maintain a U.S. Government Motor Vehicle Operator's ID Card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Conducts on-site inspections and field tests to locate underground utilities.
2. Must work with utility maps to confirm that the locations are marked correctly.
3. Must be able to use locator sensors to pinpoint the precise location of underground utilities.
4. Must be able to use the Uniform Color Code for utility line marking that has been developed by the American Public Works Association.
5. Monitors areas to insure accuracy of utilities during the duration of a project by contractors.
6. Compiles reports of utility markings for the cantonment and training areas.
7. Must keep accurate utility maps of all areas with all utility lines marked.
8. May be subject to call-outs or working in inclement weather conditions.
9. Performs other duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1Apr00)

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**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

**ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, ect, must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**